

**TENDER RECOMMENDATION REPORT**

TO: CHIEF EXECUTIVE OFFICER  
 CC: MANAGER PARKS AND CONSERVATION MANAGEMENT  
 FROM: DIRECTOR ASSETS  
 FILE REF: 21/162335  
 DATE: 29 April 2021 10/5/21

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**TENDER 21056: TESTING AND MAINTENANCE OF AQUATIC PLAY SPACES**

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**Issue**

To consider Tender No: 21056 for the Testing and Maintenance of Aquatic Play Spaces for a period of two (2) years with option to extend, at the City's discretion for a further two (2), one (1) year terms or part thereof.

**Background**

In order to continue to meet the WA Department of Health, Permit to Operate licence conditions and meet the City's level of service standards, the City is seeking to appoint a suitably qualified and experienced contractor to carry out similar works undertaken in the previous contract 19196, Testing and Maintenance Services for Kingsway Aquatic Play Space.

This new Contract will encompass testing and maintenance services of aquatic play spaces across the City to ensure any new sites are included for the term of the contract. The City currently undertakes testing and maintenance of the Kingsway Aquatic Play Space and anticipates taking handover of the Revolution Aquatic Play Space in September 2021.

**Detail**

Tender 21056 for the Testing and Maintenance of Aquatic Play Spaces advertised on 13 March 2021 and closed on 30 March 2021.

Two addenda were issued in response to Q&A's along with a site visit to Revolution Aquatic Play Space; please refer to the Confidential Attachment for reference to these Addenda.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Schedule of Rates
Contract Duration	Two (2) years

Item	Detail
Commencement Date	May 2021
Expiry Date	May 2023
Extension Permitted	Yes, two (2) periods of one (1) year

One Tender submission was received from the following entity:

Legal and Trading Name	Abbreviation
The Royal Life Saving Society of WA Inc	RLSSWA

The Tender Evaluation panel comprised:

- Specialist Parks Contracts
- Technical Officer – Horticulture
- Project Officer – Parks and Conservation
- Occupational Safety and Health Officer

### Probity Oversight

Oversight to the tender assessment process was undertaken by an external Probity Advisor (William Buck Consulting (WA) Pty Ltd) and the City's Contracts Officer.

Please refer to the Confidential Attachment for reference to the Final Probity Advisor Report.

Tender submissions evaluated in accordance with the Procurement and Evaluation Plan (PEP) including the following selection criteria:

Item No	Description	Weighting
1	Sustainable (Corporate Social Responsibility) Procurement a. Environmental Considerations 5% b. Buy Local 10% c. Reconciliation Action Plan 2.5% d. Disability Access & Inclusion 2.5%	20%
2	*OSH	20%
3	* Demonstrated experience and qualifications relative to this tender	30%
4	* Methodology for Testing and Maintenance Services: demonstrated understanding of the methodology to deliver the services and allocation of sufficient resources to undertake the services	30%

Pricing is not included in the qualitative criteria and considered as part of the overall value for money assessment. The tenderer must achieve a minimum acceptable qualitative score (as determined by the City) and for each of the qualitative criteria detailed above (\*) to be considered for further evaluation.

### Evaluation Criteria 1 - Sustainable Procurement (20%)

#### Environmental Considerations (5%)

The assessment for environmental management systems and considerations based on the Tenderer's responses to the Environmental Considerations Questionnaire included within the Tender documentation.

RLSSWA is an active participant in the LIWA Aquatics/Water Corporations 'Waterwise Aquatic Centre Program' and met environmental considerations.

#### **Buy Local Considerations (5%)**

The assessment for buy local considerations based on the Tenderer's responses to the Buy Local Questionnaire included within the Tender documentation.

RLSSWA premises based in Mt Claremont and their activities have limited impact locally.

#### **Reconciliation Action Plan (RAP) (5%)**

The assessment for Reconciliation Action Plan (RAP) considerations based on the Tenderer's responses to the RAP Questionnaire included within the Tender documentation.

The tenderer provided a detailed response to the RAP considerations while also including a link to their Reconciliation Action Plan.

#### **Access & Inclusion Plan (AIP) (5%)**

The assessment for Access and Inclusion Plan (AIP) considerations based on the Tenderer's responses to the AIP Questionnaire included within the Tender documentation.

The tenderer provided a detailed response to their AIP considerations.

#### **Evaluation Criteria 4 - Tenderer's Safety Systems (20%)**

Evidence of safety management policies and practices assessed from the tender submissions. The assessment for safety management based on the tenderers' responses to an Occupational Health and Safety Management System Questionnaire included within the tender documentation.

RLSSWA provided adequate details of their safety management systems.

#### **Evaluation Criteria 3 – Tenderer's Demonstrated Experience relative to this Tender (30%)**

The tenderer's demonstrated relevant experience in similar works and within similar environments, as presented in their submission was assessed in order to evaluate their capacity to meet the requirements of the contract.

RLSSWA are the incumbent contractor and have demonstrated extensive experience delivering similar works within a similar environment; including the maintenance of the BHP Waterpark at Elizabeth Quay for the MRA and Hyde Park aquatic play space for the City of Vincent.

#### **Evaluation Criteria 4 - Tenderer's understanding of the required methodology (30%)**

Assessment of this evaluation criterion considered the tenderer's ability to demonstrate an understanding of the methodology required in order to manage the contract.

Assessment of the criterion also considered the Tenderer's staff resources and qualifications in order to meet the terms of the contract.

RLSSWA demonstrated a clear understanding of the scope and methodology and have extensive experience in the Code of Practice for the design, operation, management and maintenance of aquatic facilities.

#### **Overall Qualitative Weighted Assessment and Ranking**

The Tenderer submission assessment is in accordance with the Procurement and Evaluation Plan with the following key observations:

- Price is not weighted and is included in the overall value for money assessment; and
- The response evaluated is in accordance with the selection criteria and the tenderer was determined to having the necessary resources, previous experience, capability and safety management systems to undertake the contract.

#### **Price Assessment**

Price assessment based against the tendered schedule of rates as listed in Pricing Schedule 1C and in comparison to the expired contracted rates.

Overall, there was minimal variance between the previous contracted rates and the rates supplied with RLSSWA's submission, demonstrating market value for the services provided.

#### **Overall Assessment and Comment**

RLSSWA demonstrated their extensive experience in undertaking similar works and understanding of required methodology. They have established positive relationships with the Health Department and within the aquatic facility industry, while having a superior understanding of the Code of Practice for the design, operation, management and maintenance of aquatic facilities.

Evidence of safety policies and practices are of an adequate standard. RLSSWA are presently the incumbent contractor and provide reasonable rates for services.

#### **Consultation**

NIL

#### **Statutory Compliance**

Tenders invited were in accordance with the requirements of Section 3.57 of the *Local Government Act 1995*. The tendering procedures and evaluation complied with the requirements of Part 4 of the *Local Government (Functions and General) Regulations 1996*.

## Strategic Implications

The proposal aligns with the following objective with the Strategic Community Plan 2017 – 2027:

### 1.1 HEALTHY & ACTIVE PEOPLE

1.1.1 Create opportunities that encourage community wellbeing and active healthy lifestyles

ENVIRONMENT (Natural)

### 3.2 ENHANCED ENVIRONMENT

3.2.1 Maximise the environmental value of beaches, nature reserves and parklands

## Enterprise Risk Management Considerations

<b>Risk Title</b>	<b>Risk Rating</b>
CO-O01 Relationship Management	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy & Performance	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
CO-008 Contract Management	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy & Performance	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
CO-O11 People Management	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy & Performance	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
CO-017 Financial Management	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy & Performance	Manage

## Financial and Performance Risk

### Financial Risk

A financial risk assessment undertaken as part of the tender evaluation process determined that RLSSWA assessed with a “Very Strong” financial capacity to meet the requirements of the contract. Please see the Confidential Attachment for details of the financial assessment.

### Performance Risk

Independent reference checks have also indicated that the recommended tenderer consistently undertake works to a very high standard. Please see the Confidential Attachment for the details of the reference checks.

## Policy Implications

Tenders invited were in accordance with the requirements of the City’s Purchasing Policy.

**Financial (Budget) Implications**

The costs associated with the Testing and Maintenance of Aquatic Play Spaces are included in the Parks and Conservation Management Operational Budget.

**Recommendation:**

**That the Chief Executive Officer, in accordance with Delegation 1.1.14 - Choice of Most Advantageous Tender of the Delegated Authority Register for the awarding of tenders ACCEPTS the tender submitted by The Royal Life Saving Society of WA Inc for Tender 21056, for the fixed lump sum of \$153,438.00 and as per schedule of rates in the tender submission (over two (2) years), for the Testing and Maintenance of Aquatic Play Spaces within the City of Wanneroo for an initial period of two (2) years with two (2), one (1) year, or part thereof, options to extend at the City's discretion.**